

CASH RECEIPTS USER MANUAL 1

BATCH NUMBER RULES 1

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Cash Receipts displays the current batch number for the agency.

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Status, Deposits, Distribute, Attachment, Approval, Reports, and a highlighted 'Batch #: 034' button. Below the navigation bar, the main content area displays transaction details: 'Deposit #45', 'Doc # INSUF109', 'Batch Type I', and 'Awaiting STO Release'. There are also fields for 'Description RETURNED', 'Group', and 'Comments'.

A Cash Receipts transaction is assigned a batch number when it goes to DFM or STO. That batch number is sent to STARS. The **Batch #** will increment when a transaction created by the agency is uploaded to STARS.

If a Cash Receipts transaction created by the agency is not released to STARS, the **Batch #** (as displayed in the application) will not change. Therefore, until a Cash Receipts transaction is released to STARS, all transactions created by the agency will have the same **Batch #** regardless of the date that the deposit or transaction is created and saved in Cash Receipts.

<u>Deposit</u>	<u>Entered</u>	<u>Assigned Batch #</u>	<u>Released</u>	<u>Batch #</u>
DP 1	8/1	001	8/1	001
DP 2	8/2	002	not released	
DP 3	8/3	002	8/3	002
DP 2	8/2	002	8/3	002
DP 4	8/4	003	8/4	003

A deposit created by an agency is kept track of separately from a deposit created by STO for an agency, but the same batch number rules apply to a deposit created by STO for an agency.

If DFM or STO or returns the transactions back to the agency the transactions will no longer have a batch # assigned to it (batch # is deleted from that transactions). When the agency makes the corrections and resends it to DFM or STO for release, the "**Batch #**" displayed in Cash Receipts at that time will be assigned. This could be the same batch number if no other transaction were sent to STARS between the time DFM or STO returned the transaction to the agency and the time the agency sends it to DFM or STO.